



Mayor Fletcher D. Berger

November 8, 2013

Ruth I. Gray
Director of Community Life Department

Center (440)786-3290
Fax: (440)786-3278

POSITION ANNOUNCEMENT

PART TIME RECEPTIONIST/CLERK

The Department of Community Life is looking to fill the part time position of Receptionist. The successful candidate must be able to fulfill the job requirements as described in the job description. He/She must be able to work flexible work schedule and available at various times throughout the day. The part-time receptionist/clerk reports directly to the director of Community Life. The job description is available upon request at the Front Desk at the Bedford Heights Community Center. The successful candidate must also pass a background check and drug screening.

Applicants must submit a notarized employment application along with a resume and letter of interest to the Mayor's office at Bedford Heights City Hall 5661 Perkins Road.

If there are any questions about this position you can contact Ruth Gray at (440) 786-3292.